



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CRIMINAL INTELLIGENCE ANALYST

Class No. 002488

■ CLASSIFICATION PURPOSE

To compile, analyze, evaluate, correlate, and disseminate criminal intelligence information provided by local, state, and federal law enforcement agencies relative to general criminal activities and organized criminal groups, and perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Criminal Intelligence Analyst is journey-level class characterized by the responsibility for analyzing criminal intelligence information and other crime related data in order to project trends, create linkages, and to recommend strategic plans to other law enforcement agencies.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Accesses data from a variety of law enforcement and other sources and prepares reports to assist in criminal investigations or to make intelligence assessments.
2. Uses link analysis, event flow analysis, and activity charting to develop inferences about the intentions and vulnerabilities of criminal or terrorist groups and individuals, their methods of operation, extent of criminal influence, and makes recommendations for investigative strategies.
3. Uses crime analysis techniques, statistical analysis, and time series analysis to view, evaluate, and draw conclusions regarding crime patterns.
4. Support and assists investigators directly in the compilation of analysis of confidential information regarding complex criminal investigations and recommends specific investigative directions based on conclusions drawn from analysis.
5. Makes sound decisions regarding which analytical techniques, methodologies, and technologies should be employed to meet the goals of the analytical task.
6. Creates and uses appropriate manual and automated files for performing analytical research functions.
7. Provides oral briefings, court testimony, and other presentations on analytical products and techniques.
8. Maintains national security clearance in order to exchange data with other local, state, and federal agencies.
9. Monitors and responds to requests for information on nationwide intelligence computer networks, interacts with intelligence analysts from federal, state, and local agencies.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Criminal Intelligence data collection regulations.
- Methods and techniques used in researching, compiling, sorting, evaluating and analyzing statistical, theoretical, and factual criminal and offender information.
- Computer operations including proficiency in Windows, G.I.S. mapping, and other geographical systems.
- Distinction between crime patterns, series, and trends.

- Familiarity with motives of crimes and types of criminals.
- County customer service objectives and strategies.

Skills and Abilities to:

- Organize facts, numbers, reports, and prioritize work.
- Analyze a variety of criminal information received from various sources and formulate theories regarding criminal trends, patterns, and perpetrators.
- Synthesize/hypothesize a large volume of criminal activity information.
- Collect and evaluate criminal intelligence information to develop criteria to measure the reliability of such information.
- Read and interpret maps and other geographical information systems.
- Work with personal computers and complex databases.
- Prepare graphs, charts, tables, maps and other illustrative material for visual presentation of data and information.
- Research and mine open source data from the Internet.
- Apply logic and sound judgment in assessing and predicting characteristics of criminal groups or operations using data obtained from varied sources.
- Keep data confidential.
- Present information orally in a confident and convincing manner.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a Bachelor's degree from an accredited college or university in criminal justice, behavioral science, statistics, quantitative analysis or a closely related field, AND two (2) years of experience performing analysis work within a criminal or military intelligence unit.

Note: Education and experience may substitute for one another on a year-for-year basis. Experience overseeing the analysis and preparation of complex fiscal, budget, or operations projects in a large public agency is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Incumbents must be able to obtain and maintain top-secret security clearance from the Federal Bureau of Investigations (FBI).

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation, which may include a psychological, polygraph or other examination or test.

Must obtain top-secret security clearance from the Federal Bureau of Investigations within their 12-month probation period.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: April 29, 2005

Criminal Intelligence Analyst (Class No. 002488)

Union Code: CE

Variable Entry: Y